

Unit 6



FUTURE JOBS

A. READING

Before you read



Work in groups. Tick (✓) the factors that you think would help you succeed in a job interview.

- | | |
|--------------------------------|---------------------------------|
| ● wearing casual clothes | ● feeling nervous |
| ● giving clear, honest answers | ● having a good sense of humour |
| ● feeling self-confident | ● avoiding difficult questions |

While you read

Read the passage and do the tasks that follow.

Preparing for a job interview can be stressful, particularly when you are called for the first interview. Below are some pieces of advice that can help you reduce the feeling of pressure and create a good impression on your interviewer.

Before the interview

You should find out as much as possible about the job and the vacancy. Before the interview, you have to send a letter of application and your résumés to the company to express your interest in the job and to show that you might be the most suitable candidate for the position.

When you come to the interview, remember to bring with you your school certificates and letters of recommendation from your teachers or your previous employers. In addition, you may jot down your qualifications and experience that can relate to the job and prepare for the questions that are often asked during the interview.

Make sure you know where the interview is and how to get there. Be on time or a few minutes early. Don't forget to dress neatly and formally.


During the interview

You should concentrate on what the interviewer is saying and make a real effort to answer all the questions the interviewer asks. Be clear, polite and honest. If you do not know something about the more technical aspects of the job, admit it and stress that you are willing to learn. Show enthusiasm when the job is explained to you. Always show your best side, your keenness to work and your sense of responsibility.


Don't forget to say goodbye to the interviewer before leaving the office.

After the interview

If you are offered the position, congratulations! If you do not get the job, try not to be too disappointed. Think about the interviewer's comments because they may help you prepare better when you are called for the next job interview. Good luck!

 **Task 1.** These words are from the passage. Look back to the text and circle the best meanings A, B or C.


1. *vacancy*
 - A. a part of a newspaper where jobs are advertised
 - B. a job that is available
 - C. a seat that is available
2. *résumé*
 - A. a photocopy of academic certificates
 - B. a letter of recommendation
 - C. a short written account of someone's education and previous jobs
3. *keenness*
 - A. special interest
 - B. very quick understanding
 - C. sense of responsibility
4. *jot down*
 - A. mention
 - B. note down
 - C. type

 **Task 2. Work in pairs.** Decide whether the following statements are true (T) or false (F).


1. Try to reduce the feeling of pressure and make a good impression on your interviewer.
2. Find out as much information as you can about the job and the vacancy.

T F

☐ ☐☐ ☐

 **Task 1. Work in pairs.** Match a job in A with at least two descriptions in B.

A	B
a doctor a farmer a tour guide a writer	<ul style="list-style-type: none"> ● take care of people's health ● create imaginary characters and events ● find good and safe hotels for customers ● take people to places of interest ● construct irrigation systems ● apply new farming techniques ● help save people's lives ● tell stories through pictures

 **Task 2. Work in pairs.** Discuss which of the jobs in column A you would/would not like to do. Explain why/why not? You can use the cues in column B.

A	B
pilot waiter taxi driver electrician policeman journalist hotel receptionist computer programmer	boring rewarding difficult interesting fascinating dangerous challenging fantastic

Example:

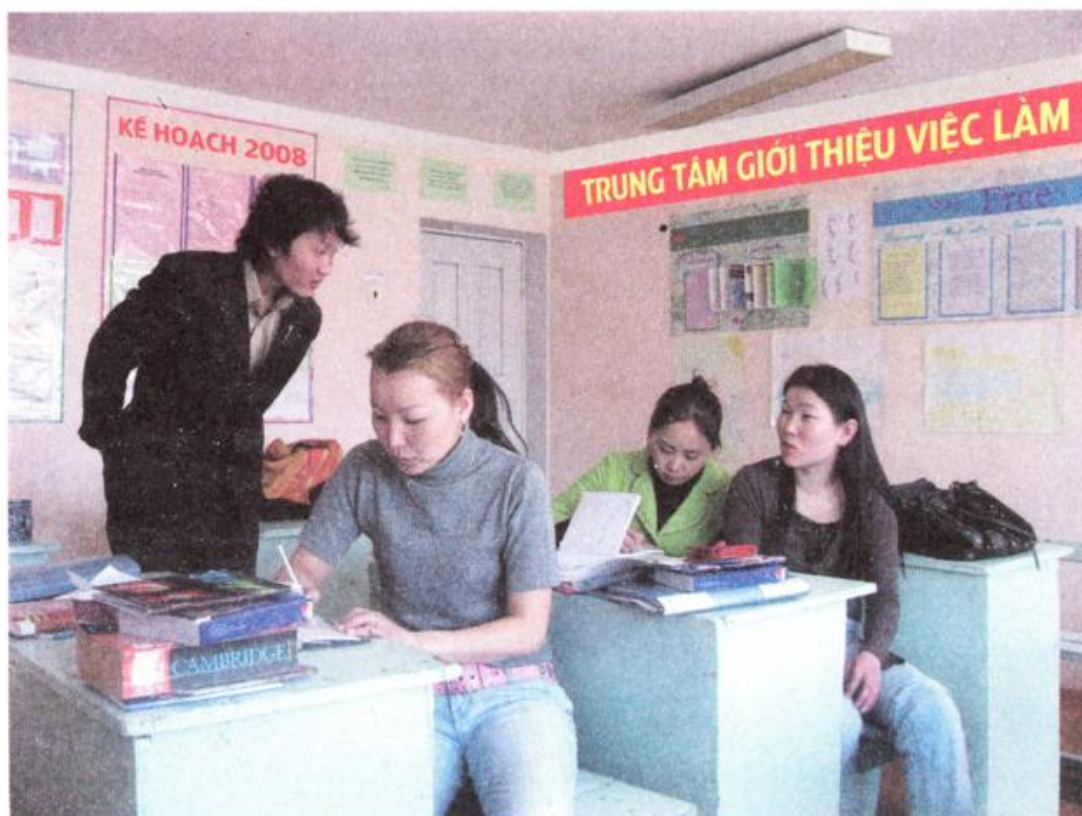
I would like to work as a doctor. Working as a doctor would be a fascinating job because I would have a chance to take care of people's health.


3. Bring with you a letter of application and your résumés to the interview. □ □
4. Take all your certificates and letters of recommendation with you. □ □
5. Remember to dress neatly and formally. □ □
6. Your voice should be clear and polite. □ □
7. Tell the interviewer about your shortcomings. □ □
8. Remember to say goodbye to the interviewer before leaving the interview. □ □

After you read


Work in groups. Discuss the question: Which pieces of advice given in the passage do you find most useful and least useful? Why?

B. SPEAKING



 **Task 1. Work in pairs.** Match a job in A with at least two descriptions in B.


A	B
a doctor a farmer a tour guide a writer	<ul style="list-style-type: none"> • take care of people's health • create imaginary characters and events • find good and safe hotels for customers • take people to places of interest • construct irrigation systems • apply new farming techniques • help save people's lives • tell stories through pictures

 **Task 2. Work in pairs.** Discuss which of the jobs in column A you would/would not like to do. Explain why/why not? You can use the cues in column B.

A	B
pilot waiter taxi driver electrician policeman journalist hotel receptionist computer programmer	boring rewarding difficult interesting fascinating dangerous challenging fantastic

Example:

I would like to work as a doctor. Working as a doctor would be a fascinating job because I would have a chance to take care of people's health.

 **Task 3. Work in groups.** Talk about a job you may do after you finish school, using the following cues.

- Where you will work
- Who you will work with
- The salary you may get paid
- The working conditions

C. LISTENING

Before you listen

- Below are the most popular jobs in the US. Work in pairs and answer the question: Which is the most popular job in Vietnam?

accountant

nurse

lawyer

teacher

computer programmer

- Listen and repeat.

workforce

service

category

manufacturing

economy

goods

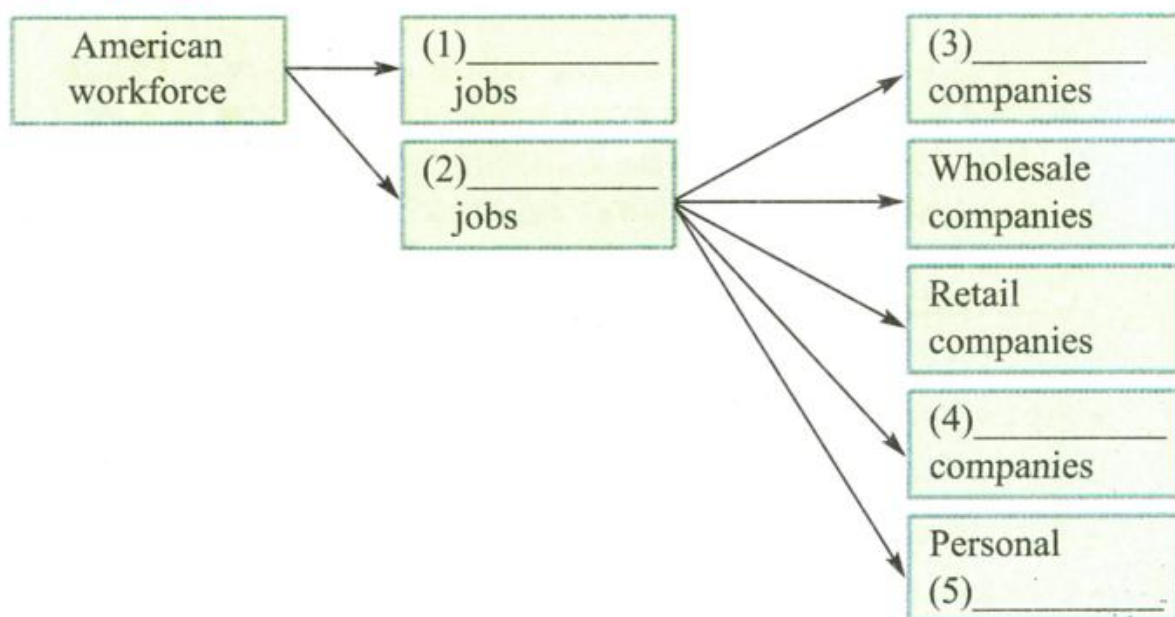
retail


wholesale

job market

While you listen

 **Task 1.** Listen to the passage and fill in the missing words in the boxes.




 **Task 2.** Listen again and decide whether the statements are true (T) or false (F).

- | | T | F |
|---|--------------------------|--------------------------|
| 1. American workers have changed from manufacturing jobs to service jobs. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Manufacturing jobs are jobs in which workers make something. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Personal services are one of the five service jobs. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. 70% of workers produced goods one hundred years ago. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. 80% of workers will work in the service sector by the year 2020. | <input type="checkbox"/> | <input type="checkbox"/> |

After you listen

Work in groups. Summarise the passage using the information in Tasks 1 and 2.


D. WRITING

 **Task 1.** *Work in pairs.* Read the following advertisement and fill in the notes.

English-speaking Tour Guides Wanted

We are a travel company managing holiday tours. We need English-speaking local guides to accompany foreign visitors on trips throughout Vietnam. If you have a high school diploma, have experience as a tour guide, a good manner, speak fluent English and are willing to work hard for long hours, please contact: The Manager, Vinatour, 450 Nguyen Du Street, Hanoi. Telephone No: 04 824 0139.

- Type of job: _____
- Level of education needed: _____
- Work experience: _____
- Character and interests: _____

 **Task 2.** Write a letter to Vinatour, applying for the job mentioned in the advertisement in Task 1. Your letter should include the following details.

- Your name, address and date of writing
- Name and address of the company
- Greeting
- Introduction: say where you saw the advertisement and why you are writing the letter of application
- Body: mention your education, work experience and your character / interests
- Conclusion: express your willingness to work for the company and when you are available for interview
- Closing

E. LANGUAGE FOCUS

- **Pronunciation:** Weak and strong forms of some conjunctions and prepositions
- **Grammar:** Relative clauses

Pronunciation

- *Listen and repeat.*

Conjunctions			Prepositions		
	Strong form	Weak form		Strong form	Weak form
and	/ænd/	/ənd; ən/	at	/æt/	/ət/
			for	/fɔ:/	/fə/
but	/bʌt/	/bət/	of	/ɒv/	/əv/
			to	/tu:/	/tə/
			from	/frɒm/	/frəm/

● *Practise reading these sentences.*

1. What are you looking at?
2. I want to go but I don't know when.
3. She bought a book and two pens.
4. Thanks for coming.
5. Where is it from?
6. I'm from Hanoi.
7. She's the one I'm fond of.
8. First of all, I want to thank you for coming.
9. The letter was to him, not from him.
10. I want to ask you a question.

Grammar

Exercise 1. Add *who*, *whoever*, *whose*, *whom* or *which* to complete the following sentences.

1. There is one person to _____ I owe more than I can say.
2. It was the kind of accident for _____ nobody was really to blame.
3. _____ leaves last should turn off the lights.
4. Mary was late yesterday, _____ was unusual for her.
5. At 6.00 pm, _____ was an hour before the plane was due, thick fog descended.
6. I don't know _____ told you that, but they were wrong.
7. Mrs Brown was the first owner _____ dog won three prizes in the same show.
8. I've just spoken to Sally, _____ sends you her love.
9. On Sunday, _____ was my birthday, we went out for a meal.
10. The success of a shared holiday depends on _____ you share it with.

Exercise 2. Join the following sentences in two ways.

Example:

Look at the man. He is teaching in the classroom.

Look at the man who is teaching in the classroom.

Look at the man teaching in the classroom.

1. I read a book. It was written by a friend of mine.

_____.
2. A man got on the bus. He was carrying a lot of money in a box.

_____.
3. In the street there were several people. They were waiting for the shop to open.

_____.
4. Britain imports many cars. They were made in Japan.

_____.
5. There are a lot of people in your office. They want to talk to you.

_____.
6. The cowboy fell off his horse. He had been wounded by an arrow.

_____.
7. Most of the people recovered quickly. They were injured in the crash.

_____.
8. John looked anxiously at his watch. He wished he hadn't come to the party.

_____.
9. The children were playing football in the schoolyard. They were my students.

_____.
10. Vietnam exports a lot of rice. It is grown mainly in the south of the country.

_____.

TEST YOURSELF B

I. Listening (2.5 points)

Listen to the passage about children education and complete the following sentences.

1. In the past, teachers made students sit for hours and memorize all _____.
2. Today many teachers wonder if it is not possible to make children _____.
3. They say you must let students learn and discover _____.
4. Children are at school only because their parents _____.
5. The law does not let them work until they reach _____.

II. Reading (2.5 points)

Read the passage and fill in each blank with a suitable word from the box.

subjects	final	count	qualification	who
requirements	when	graded	equivalent	courses

A-level (Advanced level) is a British exam taken in a particular subject, usually in the (1) _____ year of school. A-levels are still the most common way of fulfilling the entry (2) _____ for degree courses in universities. Most students in the UK start preparing for A-level exams (3) _____ they are aged around sixteen or seventeen and courses normally last for two years, although some independent colleges and some colleges of further education offer intensive one-year A-level (4) _____. Students usually take between two and four (5) _____ at one time and will normally be expected to have a GCSE (General Certificate of Secondary Education) or equivalent (6) _____ in the subject they wish to take at A-level. Assessment for most subjects is in the form of written exam at the end of the course. Passes are (7) _____ between A and E with A being the highest. An AS level (Advanced Supplementary) is of an (8) _____ standard to an A-level but has half the subject content. In terms of entrance requirements for a degree course, two AS levels (9) _____ as one A-level. AS levels are sometimes taken by students (10) _____ feel that it is too early to specialize and wish to take a wider variety of subjects.

III. Grammar (2.5 points)

A. Finish each of the following sentences in such a way that it is similar in meaning to the original sentence. (1.5 points)

1. Someone has cleaned the windows.

The windows _____.

2. They are going to build a supermarket in this area.

A supermarket _____.

3. They say Lan won a special prize.

Lan is _____.

4. You won't know what to do unless you listen carefully.

If you _____.

5. I can't give you a lift because I don't have a car.

If I had _____.

6. We got lost because we didn't bring a city map.

If we _____.

B. Join the sentences, using relative clauses. (1 point)

1. A girl answered the phone. She told me you were out.

_____.

2. The chair was broken two days ago. The chair has now been repaired.

_____.

3. I saw some people. Their car had broken down.

_____.

4. I recently went back to my hometown. I was born there.

_____.

IV. Writing (2.5 points)

Suppose you are looking for a part-time job as a librarian during the summer holiday at a university in the UK. In about 150 words, write a letter of application for the University's Employment Service. The following cues may help you.

- | | |
|-----------------------|---------------------------|
| • Reasons for writing | • Qualifications |
| • English proficiency | • Work experience |
| • Computer skills | • Character and interests |